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ABSTRACT

Designed by Austin Community College's (ACC's) Learning Resource Services (LRS) Management Team, this plan explores the development of the LRS in preparation for the 1989 closure of the college's Ridgeview (RDV) campus, and the opening of the Northridge (NRG) and Riverside (RVS) campuses. First, the plan's executive summary lays out recommendations concerning the relocation of the RDV library's collection, the funding of a new learning resources center at RVS over a 5-year period, the development of circulating collections at the off-campus centers, and the use of technology to improve access to all LRS collections. Next, a summary of recommended expenditures for the development of the LRS for Fiscal Year 1989 is presented. A description of LRS at ACC is provided next, focusing on library and media services, and computer-based instruction. The next section assesses the current status of LRS at the two campuses in terms of the Dynix Automation System which controls the circulation system and public access catalog, and LRS agreements with area libraries. This section also looks at accreditation criteria and results, highlighting the projections, suggestions, and recommendations offered by ACC's accreditation self-study and visitation teams in 1982 and their current status. After restating the LRS Management Team's recommendations, the report presents the development principles underpinning the recommendations, and the advantages and disadvantages of the proposed plan. The remainder of the report consists of tables detailing the costs of LRS development. An LRS newsletter focusing on library automation is attached. (PAA)

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A BASIS FOR EXCELLENCE:

A Plan for the Development

of

Learning Resource Services

To Accommodate the Northridge and Riverside Campuses;

To Develop Collections at Southwest Center, Rutherford and 620 Oaks;

To Improve Student Access to the LRS Collections

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March 1989

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TABLE OF CONTENTS

Executive Summary. 1

Chart 1: Development of LRS. 2

Recommended Summary of Expenditures 3

What is Learning Resource Services? 4

Current Status of LRS 5

Table 1: Current Status. 6

Dynix Automation System. 7

LRS Agrements with Area Libraries. 7

Chart 2: LRS Agreements with Area Libraries. 8

SACS Criteria for Accreditation. 10

ACC Self-Study - 1981/82. 11

SACS Recommendation s- 1982 14

LRS Management Team Recommendations 15

Development Principles 16

Tables. 20

Table 3: RVS Development - 1989 Opening Day 21

Table 4: RTH, SWC, and 620 OAKS Development - 1989 23

Table 5: Improving Access to ACC-LRS Collections - 1989. 24

Table 6: RVS Development - 1989 - 1993 25

Table 7: RVS Development - Overall Budget Summary. 26

Table 8: RVS Development 1989-1993 - Summary of Costs. 27

Addendum A. 29

Breakdown of RVS Development Costs for Campus Operation

Addendum B. 39

Resources (ACC-LRS, Spring 1988)

A BASIS FOR EXCELLENCE:

A PLAN FOR THE DEVELOPMENT OF LEARNING RESOURCE SERVICES

Executive Summary

In mid-1989, the Ridgeview (RDV) Campus will close and the Northridge (NRG) and Riverside (RVS) campuses will open giving the College a total of three full-service campus operations. At present, however, Learning Resource Services (LRS) operates only two full-service Learning Resource Centers (LRCs) with Library, Media, and Computer-Based-Instruction departments. Furthermore, significant enrollments exist at the Southwest Center (SWC), Rutherford (RTH), and 620 Oaks (OAKS), yet these sites have only minimal LRS operations. This report specifies, as recommended by the Learning Resource Services Management Team, the direction the college should take to accommodate the increased demand on LRS and improve student and faculty access to LRS materials.

LRS MANAGEMENT TEAM RECOMMENDATIONS

I. **The LRS Management Team recommends that the RDV-LRC operation be relocated to the NRG Campus in May of 1989.** Approximately 7,000 volumes from the RDV collection, including vo-tech and general titles, will move to the RVS Campus when it opens in September, 1989. All other resources, including all staff members, will move to NRG.

II. **The LRS Management Team recognizes and further recommends that, in order for the Riverside Campus to offer LRS services to a general student population, a plan be implemented to increase the resources of the LRS at Riverside.** As it will be financially impossible to implement full services in one year, a five year plan is proposed to develop the RVS-LRS program. However, we recommend that significant resources be committed in the current and coming fiscal year in order to offer minimal services.

III. **Furthermore, as the Rutherford Center, Southwest Center, and the 620 Oaks Center presently have significant student enrollments but limited LRS materials, it is recommended that collections of circulating materials be established at each location.** These collections will serve to introduce students to the varieties of materials available at the RGC, NRG, and RVS Campuses and other colleges.

IV. **Finally, the LRS Management Team recommends that along with the development of a third comprehensive LRS collection and facility, that access to all LRS collections be improved for students at RTH, SWC, and OAKS.** Students involved in distance learning and enrolled at high school or business teaching sites should also have easier access to collections.

Chart 1 offers a brief summary of the advantages and disadvantages of our recommended approach. Table 1 includes a summary of expenditures.

CHART 1
DEVELOPMENT OF LRS

Recommended Approach

Move RDV-LRC to NRG, except for 7,000 volumes for RVS. Fund a new LRC at RVS over a 5-year period. Develop circulating collections at SWC, RTH, and OAKS. Use technology to improve collection access to all ACC students.

Advantages

* Shows college commitment to all of Austin
* Meets SACS criteria
* Keeps RGC-LRC intact
* Allows RDV-LRC team to stay together
* Allow RDV faculty to have collection to which they are accustomed
* Eases moving logistics
* Builds minimal circulating collections for students at SWC, RTH, and OAKS
* Improves student access to LRS collections

Disadvantages

* Requires funding for a new LRC
* Requires additional operating costs for campuses and centers
* Necessitates additional staff

Costs:

FY 89: $590,000; FY 90: $366,000, including new staff; $1.5M total over 5 years; $120K continuing cost (excluding staff)

TABLE 1
RECOMMENDED
SUMMARY OF EXPENDITURES
DEVELOPMENT OF LEARNING RESOURCE SERVICES
FISCAL YEAR 1989

Riverside Campus Development[1] (see Table 3 for breakdown)			
Collections		$ 312,708	
Furniture		45,704	
Equipment		93,366	
Non-Capitalized Equipment		32,493	
	SubTotal	$ 484,271	
Southwest Center Development (See Table 4 for breakdown)			
Collections		$ 16,500	
Equipment		1,800	
	SubTotal	$ 18,300	
620 Oaks Development (See Table 4 for breakdown)			
Collections		$ 12,000	
Equipment		4,500	
	SubTotal	$ 16,500	
Rutherford Development (See Table 4 for breakdown)			
Collections		$ 16,500	
Furniture		2,200	
	SubTotal	$ 18,700	
LRS Collection Access (see Table 5 for breakdown)			
Telefacsimile (FAX) System		$ 14,875	
Dynix Automation System Expansion		37,255	
	SubTotal	$ 52,130	
	FY89 Total Funds Needed:		$589,901
Available Funds - FY 89			
RVS Building Funds (Approved 1/24)	$150,000		
Insurance Refund	440,000		
	Total Available:		$590,000

[1] These are funds for Opening Day 1989. Additional resources, including staff, will be necessary before the RVS Campus LRC will be comparable to either the RGC or RDV (NRG) Campus LRCs.

A BASIS FOR EXCELLENCE:

A PLAN FOR THE DEVELOPMENT OF LEARNING RESOURCE SERVICES

In mid-1989, the Ridgeview (RDV) Campus will close and the Northridge (NRG) and Riverside (RVS) campuses will open giving the College a total of three full-service campus operations. At present, however, Learning Resource Services (LRS) operates only two full-service Learning Resource Centers (LRCs) with Library, Media, and Computer-Based Instruction departments. Furthermore, significant enrollments exist at the Southwest Center (SWC), Rutherford (RTH), and 620 Oaks (OAKS), yet these sites have only minimal LRS operations. This report specifies, as recommended by the Learning Resource Services Management Team, the direction the college should take to accommodate the increased demand on LRS and improve student and faculty access to LRS materials.

WHAT IS LEARNING RESOURCE SERVICES?

At Austin Community College, Learning Resource Services is comprised of library, media, and computer-based instruction departments generally housed together in a Learning Resource Center (LRC). Employing over 60 staff members at twelve locations and with an annual budget of over $1.6 million per year, LRS endeavors to provide the educational support services needed by students and faculty to accomplish their educational objectives.

Library Services

The library collection comprises more than 70,000 volumes of print, software, and audiovisual items and 1060 periodicals carefully selected to support the ACC curriculum. The library staff takes an active role in assisting students in locating and using materials relevant to their course objectives. Librarians are also involved with providing library use instruction to all students enrolled in English Composition I and selected other courses. Over 4,500 students receive formal research skill instructions annually. Other services include on-line database searching, photocopying, high-speed tape duplication, typewriters, and reserve collections.

Media Services

Media services provide materials and resources to support classroom instruction and collegewide media use. Services include instructional

design consultation, video production, audiovisual acquisitions and rentals, photographic and graphics production, and equipment reservation and checkout. Media specialists are available at the Rio Grande, Ridgeview (Northridge), and Riverside campuses to facilitate the production, acquisition, and use of media services. The Telecommunications Production Center at DAO produces instructional and public service programming for the college.

Computer-Based Instruction

Computer-Based Instruction (CBI) provides assistance to students and faculty on the use and integration of computers into courses of study. CBI labs with several types of microcomputers are available to students and faculty at the Rio Grande, Ridgeview (Northridge) and Rutherford campuses and Southwest Center. CBI technicians are on duty to assist users with the more than 300 programs that are available. CBI personnel also assist faculty in acquiring, preparing, and delivering computer-based instruction in and out of the classroom. Computer instruction and assistance for college personnel are available in the CBI Lab and by office visit.

CURRENT STATUS OF LRS

Currently, Learning Resource Services operates two Campus LRC's at Rio Grande (RGC) and RDV; four Center LRC's at RVS, Southwest Center (SWC), Rutherford (RTH), and 620 Oaks (OAKS); and five Study Sites at Reagan High School (REA), Westwood High School (WWHS), Round Rock High School (RRHS), Leander High School (LHS), and Bastrop High School (BHS). LRS is also responsible for the operation of Technical Services (centralized materials processing and automation system support) and the Telecommunications Production Center, both at District Administrative Offices (DAO). A breakdown of the staff and resources available at each campus and center teaching location is presented in Table 2. Note particularly that the RVS campus currently supports only a Center LRC, i.e., serves only Health Sciences programs and maintains only a Health Sciences collection.

TABLE 1

CURRENT STATUS
Learning Resource Service

	RDV CAMPUS	RYS CENTER	RGC CAMPUS	RTH CENTER	SMC CENTER	OAKS CENTER
Staff						
Faculty	(3) 1 Hd Lib 2 Ref Lib	(1) 1 Hd Lib	(4.5) 1 Hd Lib 3.5 Ref Lib	(.25) .25 Ref Lib	(.25) .25 Ref Lib	(.15) .15 Ref Lib
Pro-Tech	(2) 1 Media Spec 1 CBI Spec	(1) 1 Media Spec	(1) 1 Media Spec	0	0	0
Classified	(7) 2 Sr Lib Asst 1 Lib Asst - Hourly 1 Sr Med Asst 1 Media Asst .5 Media Asst Grap-Hrly 1 CBI Tech III-Hourly .5 LRS Secretary	(2.5) 2 Sr Lib Asst .5 Med Asst-Hourly	(8.25) 3 Sr Lib Asst 2.5 Sr Media Asst .5 Sr Media Asst-Graphics 1 Sr CBI Tech .75 CBI Tech-Hrly .5 Clerk-Typist	(2.5) 1 Sr Lib Asst 1 Sr Med Asst-Hrly .5 Sr Med Asst	(2.4) .5 Sr Lib Asst 1 Sr Med Asst .5 Sr Lib Asst-Hrly .4 CBI Tech Asst-Hrly	(1) .5 Pr Lib Asst .5 Lib Asst
Hours open per week						
Library	65	65*	76	58.5	56	38
Media	70	65*	69	58.5	56	0
CBI	35	65*	50	0	15	0
LRS Square Footage	8000	5000	11,200	2000	2100	940
Door count (LRS) per day	610	125	1,125	190	NA	45
Collection Type	General	Health Sciences Only	General	Reference/Elec	Reference	Limited Reference
Volumes	30,992	9,403	30,905	998	163	144
Reference	(3,682)	(362)	(3,237)	(134)	(142)	(106)
Subscriptions (paid)	289	159	282	37	32	13
Newspapers	(15)	(1)	(15)	(3)	(3)	(3)
Microforms	(158)	(0)	(135)	26	24	0
Audiovisual titles	1,359	1,424	1,547	119	4	57
CBI software titles	468	110	258	23	26	0
CD ROM/COM Indexes	3	0	3	1	1	1
Campus/Center Data						
Number of students	3,500	600	9,100	3,500	2,400	1,150
Number of buildings	1	1	1[1]	1	3	3
Number of divisions offering classes	6	2	8	6	6	7

* Serves Health Sciences students only. Sr. Library Assistants perform Library, Media and CBI functions.

[1] RGC is located in one building which has four floors.

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Dynix Automation System

In FY87, ACC-LRS began installation of the Dynix Automation System. Initially limited to circulation control, Dynix now offers online access to all LRS books, journals, audiovisuals, and CBI software. The PAC (Public Access Catalog) is available at RGC, RDV, and RVS and on a limited basis at RTH, SWC, and OAKS. The system offers standard search techniques (subject, author, title), as well as search techniques only available in an online environment, such as keyword and series searches. For more details on the Dynix system, see Resources (ACC LRS, Spring 1988) in Addendum B.

An additional capability of the system is dial-access which will allow students and faculty to access the LRS database from home computers. Eventually, students will be able to reserve materials from their homes. Recently, LRS began transmitted data via the Austin Cablevision's Institutional Network (INET) saving over $9,800 per year in telephone line charges.

LRS Agreements with Area Libraries

ACC students and faculty have access to many resources beyond those owned by the College. See Chart 2 for a description of these local arrangements. Note that each of these agreements have limitations. None can replace on-campus services to students.

CHART 2
LRS AGREEMENTS WITH AREA LIBRARIES

Austin Public Library

* Allows students and faculty who are not Austin residents to use APL without charge.

* Microform catalogs of APL holdings are maintained at RGC and RDV.

Holdings: 703,317 volumes
1,984 journals

NOTE: ACC student use of APL facilities has several drawbacks:

* The branches closest to RVS (Riverside Public Library Branch) and NRG (Little Walnut Creek) are designed for recreational use: abridged indexes, popular fiction and non-fiction, large children and young adult collections, limited professional coverage, few journal back issues or microform holdings, and limited hours.

* The Main Branch of APL is designed for broader user populations but suffers from lack of sufficient City funding in recent years. Consequently, collections and indexes are only moderately useful to our students' needs. Hours and professional coverage are limited.

University of Texas - Austin

* Allows up to only 200 ACC students per semester to borrow UT-A library materials without charge.

* ACC guarantees all overdue and lost book charges.

* Reference, periodicals, copy machines, etc. can be used by anyone without charge, including ACC students. Borrower cards are available to public for $25.00 per year deposit.

Holdings: 5.75 million volumes; 79,770 journals
61,916 audiovisual titles

Round Rock Public Library

* Allows ACC students and faculty who are not residents of Round Rock to borrow materials.

* Charges are guaranteed by ACC.

Holdings: 31,252 volumes; 86 journals.

CHART 2 (continued)

St. Edward's University

* After review of need, ACC students may be granted permission to borrow materials from St. Edward's Library.

* ACC guarantees overdue and lost book charges.

Holdings: 140,000 volumes; 620 journals

High Schools:

Round Rock High School
Westwood High School
Leander High School
Reagan High School
Bastrop High School

* ACC students may borrow materials from these sites, except for Reagan.

* ACC guarantees lost or overdue charges.

* Hours are limited to a few nights per week.

Holdings: High School level materials only: virtually no circulation occurs of the materials in these collections by ACC students.

OCLC:

* Online access to over 19 million bibliographic records. Many of the books listed can be obtained through interlibrary loan.

* Access time ranges from 5 days to 3 weeks; costs vary.

SACS Criteria for Accreditation

ACC LRS operates in a manner consistent with the Southern Association of Colleges and Schools (SACS) Criteria for Accreditation. Here are some salient passages of those criteria. (Source: Criteria for Accreditation: Commission on Colleges. SACS, 1988.)

From SECTION V — EDUCATIONAL SUPPORT SERVICES;

5.1 EDUCATIONAL SUPPORT SERVICES

Each institution must provide a variety of services that support its educational purposes. These support services include the library; instructional support services; computer services; and those services that complement the educational, social, moral and physical development of the student. This requirement applies to all programs wherever they are located or however they are delivered.

5.2 LIBRARY

Library resources and services are essential to learning. Each institution must ensure that all students and faculty have access to the primary and secondary materials needed to support its purposes and programs. **These resources should be available in a well-equipped, readily accessible facility of adequate size which encourages maximum use by the campus community. To facilitate use of such resources, a competent staff must be available to assist the users. The collections of print and non-print materials must be well organized, and adequate hours must be maintained to ensure accessibility to users.**

5.2.1 Services

Basic library services must include an orientation program designed to teach new users how to obtain individual assistance, access to bibliographic information, and access to materials. Any one of a variety of methods, or a combination of them, may be used for this purpose: formal instruction, lectures, library guides and user aids, self-paced instruction and computer-assisted instruction.

The library should offer point-of-use instruction, personal assistance in conducting library research and traditional reference services. **Professional assistance should be available at convenient locations when the library is open.**

5.2.2 Collections

The library collections and data bases must be sufficient to support the educational, research and public service programs of the institution.

5.2.3 Staff

The library must be adequately staffed by professional librarians who hold professional degrees at the graduate level in library science or learning resources.

ACC Self-Study

In 1983, ACC was reviewed by the SACS for reaffirmation of its accreditation. As a part of that process, the College did a self-study (11/82) which identified areas needing improvement in the LRS operation.

These projections, suggestions, and recommendations were offered by the ACC Self-Study team:

Projections

The LRS projections and goals could be more specific and long-range but are dependent, in part, upon the short- and long-range planning of the entire College. The Library Committee, however, does make the following projections:

(1) An automated circulation system will be implemented in order to improve accessibility of materials and to maintain effective control over its holdings. **(Completed 1987)**

(2) The College will continue to develop linkages with the Austin Public Library System. **(Ongoing)**

(3) A weeding policy will be developed now that ACC is approaching its tenth years of operation. **(Completed 1985)**

(4) The Allied Health Science Library holdings will be integrated with the other LRS materials by converting the bibliographic records to be machine readable. AHS library holdings should, however, continue to be classified according to the National Library of Medicine system using medical subject headings as preferred by the medical professions. **(Completed 1984)**

(5) A slide library will be developed with an appropriate cataloging system to handle the vast slide collections which now exist in various departments. This would make slides easy to retrieve and would make them available for instruction in other departments as well. **(Partially Completed 1985, Ongling)**

(6) The LRS video production facilities will continue to be upgraded. (The Lease with Southwest Educational Development Laboratory, approved in July, 1982 will provide improve studio facilities.) **(Ongoing)**

Suggestions and Recommendations

The College administration has not been indifferent to the needs of the LRS, but at the same time, there is room for improvement. Although some of the needs are tied to conditions beyond the immediate control of the College, other needs may be addressed. The following suggestions and recommendations are made to help insure that the LRS is a first-rate component of ACC.

Suggestions

The Library Committee makes the following suggestions:

(1) Faculty/student library education programs should be undertaken by the LRS staff in cooperation with the faculty to increase awareness of services and library usage at Reagan, Crockett, and other sites where credit courses are offered. **(Ongoing)**

(2) Start-up monies for LRS materials should be specified in proposed budgets for new programs. When a program is approved, these allocations should be added to the LRS budget. **(Part of Curriculum Committee Review - 1986).**

(3) The current outmoded production equipment should be replaced and supplemented as necessary to ensure the production of quality video programs. (The lease with Southwest Educational Development Laboratory, approved in July, 1982, will provide some new production equipment.) **(Completed 1988).**

(4) The position of the Testing Centers in the organizational structure of the College should be re-examined in the light of the purpose and function of the centers. **(Ongoing)**

(5) Budgets for the Testing Centers and the Rio Grande Campus Duplication Center should be separated from the LRS budgets regardless of who has administrative responsibility. **(Completed 1984).**

(6) The possibility of second floor access for mobility impaired students, faculty, and staff at the Rio Grande Campus should be examined. (The Ridgeview LRS is accessible). **(Completed 1984).**

(7) Salary levels and job classifications of LRS classified employees should be reviewed. **(Completed 1987).**

(8) Staff development opportunities should be provided for media personnel in order to keep them abreast of their field. **(Ongoing).**

(9) The current ratio of students to librarians, production/media personnel, and classified employees should be maintained as a minimum standard. **(Ongoing).**

Recommendations

The Library Committee makes the following recommendations:

(1) The LRS budget should remain within the ALA/CJCLS Quantitative Standards for Two-Year College Learning Resource Programs in order to maintain quality services. **(Ongoing).**

(2) The LRS should endeavor to increase book, subscription, and audiovisual holdings to support the curriculum more adequately, raising the number of volumes per student from 3.4 to 7 over the next five years. **(Ongoing)**

(3) The College should make a greater effort to publicize to faculty, staff, and students the existence of the present and future cooperative lending agreements with the Austin Public Library and the libraries of Huston-Tillotson College, St. Edward's University, and The University of Texas. **(Ongoing).**

(4) The College should take steps to develop lending privileges from AISD for ACC students at Reagan, Crockett, and other evening sites. **(No longer being pursued).**

(5) Immediate steps should be taken to rectify identified problems in the selection and hiring of new LRS employees, specifically:

(a) That complete job descriptions be provided to applicants. **(Ongoing).**

(b) That staff benefits, opportunities for professional growth, and the College mission and expectations be more fully explained to applicants before employment. **(Ongoing).**

(c) That the College take a more active role in recruiting, especially from minority groups. **(Ongoing).**

(6) The sources of dissatisfaction with employee insurance and retirement programs should be explored, and appropriate action be taken to resolve the issues. **(Ongoing).**

Conclusion

Future growth and development of the library collection depends not only on continued budget support, but also upon allotment of additional space. Space considerations for expansion of book, periodical, and audiovisual collections will become matters of crucial concern as ACC continues to grow. The budget will need to be expanded in the years ahead if the library is to be capable of delivering the extra services and material needed to support new course offerings, and growth of existing programs, especially at off-campus sites.

SACS Recommendations - 1982

Furthermore, when the SACS Visitation Team finished its report on the College, these areas relative to LRS were specifically mentioned.

(1) Recruitment of staff, especially at the professional level, should take into consideration the desirability of a broader geographical distribution of institutions awarding the professional degree. **(Ongoing).**

(2) A review should be made of positions in data-entry and library technical services to determine equity in duties, responsibilities, and remuneration. **(Completed 1987).**

(3) Budget codes should clearly distinguish costs for library services as separate from the remainder of learning resource services. **(Completed 1984).**

(4) Cooperative acquisitions with area libraries should be explored, with particular emphasis on the college's responsibility to collect and maintain pertinent and specialized trade and technical references and journals in the technical and vocational fields. **(Ongoing).**

(5) The application of technology to the development of a delivery system of materials and information should continue to maintain a high priority. **(Ongoing).**

LRS MANAGEMENT TEAM RECOMMENDATIONS

I. **The LRS Management Team recommends that the RDV LRC operation be relocated to the NRG Campus in May of 1989.** Approximately 7,000 volumes from the RDV collection, including vo-tech and general titles, will move to the RVS Campus when it opens in September, 1989. All other resources, including all staff members, will move to NRG.

II. **The LRS Management Team recognizes and further recommends that, in order for the Riverside Campus to offer LRS services to a general student population, a plan be implemented to increase the resources of the LRS at Riverside.** As it will be financially impossible to implement full services in one year, a five year plan is proposed to develop the RVS-LRS program. However, we recommend that significant resources be committed in the current and coming fiscal year in order to offer minimal services.

III. **Furthermore, as the Rutherford Center, Southwest Center, and the 620 Oaks Center presently have significant student enrollments but limited LRS materials, it is recommended that collections of circulating materials be established at each location.** These collections will serve to introduce students to the varities of materials available at the RGC, NRG, and RVS Campuses and other colleges.

IV. **Finally, the LRS Management Team recommends that along with the development of a third comprehensive LRS collection and minimal collections at three other sites, that access to <u>all</u> LRS collections be improved for students at RTH, SWC, and OAKS.** Students involved in distance learning and enrolled at high school or business teaching sites should also have easier access to collections.

Recommendations (continued)

These recommendations take the following Development Principles into account:

Development Principles

1. In order to offer general learning resource services at the Riverside Campus, the capability to offer services at the other campus LRS departments should not be impaired. Therefore,

    * approximately 2000 materials currently in the LRS collections at Rio Grande and Ridgeview which support vo-tech programs unique to RVS will be shifted to RVS;

    * a random selection of approximately 5,000 general circulating volumes will be transferred from RDV (NRG) to RVS to make up part of an opening day collection.

    * some duplicate print circulating titles will be sent to RVS from the RGC and RDV collections. However, less than 1000 titles will qualify.

    * all reference books, current periodical subscriptions, periodical back issues, media software, and CBI software which support the general instructional program at RDV (NRG) and RGC will remain at those campuses;

2. Current staffing levels at RGC and NRG are inadequate for the students served. Consequently,

    * shifting staff members to RVS will not be possible;

    * additional staff will be required at RVS in order to offer needed services for the general curriculum to students other than health sciences students.

Recommendations (continued)

3. Both the RGC and NRG campus LRS programs have minimal materials collections and too few staff members in certain departments. There is no benchmark campus for all areas of LRS. Consequently,

    * development of collections and staff at RGC and NRG as well as off-campus sites, should continue even as RVS is developed.

4. Services at the Riverside Campus in the Fall of 1989 and subsequent years will be dependent on budget allocations made specifically to increase services beyond the present level. Therefore,

    * in order for RVS to expand the level of services available for Opening Day, September 1989, resources must be allocated in the current fiscal year, FY 1989.

    * costs for an opening day collection of reference materials, periodical subscriptions with back issues, media software, CBI software, and general circulating titles are included in Table 3 (p. 17).

5. The Riverside Campus should become a full-service Campus LRC over a five year period (FY89, FY90, FY91, FY92, FY93). Thus,

    * services will be phased in and hours of operation will be increased as budget appropriations are made;

    * budget requests to develop general subject support at the RVS campus LRC should be separately identified until the levels recommended in this document are achieved.

6. Access to ACC LRS collections must be available to all ACC students and faculty regardless of where their classes are held. It is financially impossible to locate large LRS collections at all teaching centers and sites, therefore

Recommendations (continued)

* minimal circulating collections of materials from heavily used subject areas will be located at the Rutherford Center, Southwest Center, and the 620 Oaks Center;

* access to LRS collections should be maximized to students enrolled at sites distant from RGC, NRG, or RVS;

* access to LRS teaching materials should be maximized to instructors teaching at distant sites.

Advantages and Disadvantages of the LRS Recommendations

Advantages of these recommendations include:

* College commitment is shown by providing service to students and faculty in all areas of Austin.

* Funding a new LRC at a level comparable to the RGC and RDV LRCs is the best way to meet SACS criteria.

* The RGC-LRC remains intact to serve its 9100 students.

* The team of RDV professionals and staff members and the collection with which they are familiar, will remain intact.

* Faculty who have helped develop and use the RDV-LRC collection will continue to have access to it.

* Moving the RDV-LRC will be easier since NRG will open before RVS.

* Service will be immediately available to the (predicted) fastest growing campus, NRG.

Recommendations (continued)

* Minimal circulating collections in heavily used subject areas will be available to students enrolled at the Rutherford Center, Southwest Center, and 620 Oaks Center.

* Access to all LRS collections will be increased for students and faculty at distant teaching sites and centers.

Disadvantages include:

* A new operation must be funded for RVS.

* Additional operating costs will be necessary for campuses and centers.

* RVS-LRC will develop slowly.

TABLES

Table 1 (page 3) was a summary of expenditures necessary to implement these recommendations. Table 3, 4, and 5 breakdown the expenditure categories into more detail. Table 3 is a summary of costs for Opening Day at the Riverside Campus. Table 4 presents costs for the development of minimal circulating collections at Rutherford, Southwest, and 620 Oaks. Table 5 breaks down the costs associated with increasing access to LRS collections for students and faculty by installing a telefacsimile system and expanding the Dynix automation system. Table 6, 7, and 8 offer an overview from different perspectives of the RVS Campus LRS development through 1993. The resources required to develop the campus into a full-service operation comparable to those at RGC and NRG are itemized.

TABLE 3

RVS DEVELOPMENT - 1989
OPENING DAY

SUMMARY OF COSTS	RVS DEVELOPMENT
COLLECTIONS	
Circulating Materials	$100,000
5,550 new volumes @ $18.00 average (7,000 volumes from RDV-LRC)	
Reference Materials	
2150 volumes @ $70.00 average (RDV: 3628 volumes; RGC: 3237 volumes)	$150,500
Subscriptions	
200 subscriptions @ $35.00 average	$ 7,000
Audiovisuals	
35 titles @ $233.00 average	$ 8,155
CBI Software	
70 titles @ $254.00 average	$ 17,780
Microforms	
135 titles (subscription + 2 years back issues @ $142 average cost)	$ 19,170
Index Subscriptions	
20 titles @ $156 average cost	$ 3,120
Information Access: Mag Index, Secondary Mag Index, InfoTrac II	$ 6,164
Newspapers	
7 titles @ $117	$ 819
	Collections Sub-Total $312,708

TABLE 3 (continued)

FURNITURE AND EQUIPMENT

Library[1]		
Furniture	$ 38,006	
Equipment	$ 41,058	
Dynix Equipment	$ 9,090	
Non-Capitalized Equipment	$ 16,123	
	Library Sub-Total	$104,277
Media[1]		
Furniture	$ 6,148	
Equipment	$ 7,903	
Non-Capitalized Equipment	$ 8,350	
	Media Sub-Total	$ 22,401
CBI[1]		
Furniture	$ 1,550	
Equipment	$ 35,315	
Non-Capitalized Equipment	$ 8,020	
	CBI Sub-Total	$ 44,885
	Furniture & Equipment Sub-Total	$171,563[1]
TOTAL FY 89 COST		**$484,271**

Staff Costs - FY90 Budget Request
Necessary for RVS-LRS Service in September 1989

STAFF

Reference Librarian	$ 28,949	
Sr. CBI Technician	16,330	
Sr. Media Assistant	14,055	
Sr. Library Assistant	13,258	
LRS Secretary	14,055	
	Staff Sub-Total	$ 86,647

[1] See Addendum A for itemized breakdowns of costs for Library, Media, and CBI at Riverside.

TABLE 4
RTH, SWC, AND 620 OAKS DEVELOPMENT - 1989

SUMMARY OF COSTS

Rutherford Center

Collections		
Circulating Materials (1,025 volumes @ $18.00)	$ 16,500	
Equipment		
Shelving (5 sections @ $440 avg.)	2,200	
Sub-Total		$18,700

Southwest Center

Collections		
Circulating Materials (1,025 volumes @ $18 avg)	$ 16,500	
Equipment		
Shelving (4 sections @ $440 avg)	1,800	
Sub-Total		$18,300

620 Oaks Center

Collections		
Reference (15 volumes @ $70 avg)	$ 1,000	
Circulating Materials (600 volumes @ $18 avg)	10,500	
Journals (15 titles @ $35 avg)	500	
Equipment		
Shelving (9 sections @ $333 avg)	3,000	
Video Equipment (2 units @ $750)	1,500	
Sub-Total		$16,500

Total	$53,500

TABLE 5
IMPROVING ACCESS TO ACC-LRS COLLECTIONS - 1989

SUMMARY OF COSTS

Telefacsimile (FAX) System

- to provide FAX service between ACC LRS Campuses and Centers. A FAX system will enable students to have access to current and microfilmed journal articles across the district. Approximately 70 fewer duplicate subscriptions of less used journals will be necessary at RVS, RGC, and NRG. Microform subscriptions may also be reduced.

1 FAX system at RGC, NRG, RVS, OAKS, RTH, SWC, DAO @ $2,000		$14,000
Telephone installation fees: 7 @ $125		875
	Subtotal	$14,875

Dynix Automation System Expansion

- to increase student and faculty access to LRS collections at all Campuses, Centers, and Sites.

Public Access Catalog Expansion: OAKS, RTH, SWC, LEA, REA, WWHS, & RRHS:

7 PAC Terminals @ 570	= $ 3,990	
6 Printers @ 500	= 3,000	
1 Light Pen @ 650	= 650	
3 Modems-Regular @ 150	= 450	
2 Modems - RF @ 1200	= 2,400	
2 Multiplexors-4 channel @ 1195	= 2,390	
3 Telephone Installation Fees @ 125	= 375	
		$13,255

Media Materials/Equipment Booking System	$11,000

- to increase efficient use of expensive audiovisual materials and equipment across the district. ACC will be a beta-test site for Dynix allowing signficant input in the system design.

Dynix System Upgrade

- will allow addition of expanded access to PAC by students at REA, OAKS, SWC, RTH, WWHS, RRHS, and LEA, as well as by students using dial-access capability, without reduced response time at campus LRCs.

2 MB Memory on Ultimate 3030		$ 8,000
Programming Costs		5,000
	Subtotal	$37,255
	Total	$52,130

TABLE 6
RVS DEVELOPMENT - 1989-1993

	Current	Needed FY 1989	1990	1991	1992	1993
Staff						
Faculty	1	1	2	3	3.5	3.5
Pro-Tech	1	1	1	2	2	2
Classified[1]	2.5	2.5	6.5	8.5	9.5	9.5
Collection Type	H. Sci.	HS/REF	HS/General	HS/General	HS/General	HS/General
Volumes	9,403	24,100[2]	29,500	35,000	38,000	40,000
Subscriptions	165	365	454	454	454	454
Audiovisuals	1,424	1,459	1,494	1,529	1,564	1,593
CBI	110	180	240	300	370	400
LRC Door Count (per day)	125	610	700	700	700+	700+
LRC Hours Per Week						
Library	65[3]	35[4]	65[5]	76	76	76
Media	65	35	55	70	70	70
CBI	65	0	35	70	70	70
Campus Characteristics						
No. of Students	600	3000	3500	4000	4000+	4000+
No. of Buildings	1	5	5	5	5	5
No. of Divisions offering courses	2	8	8	8	8	8
Costs[6]						
Staff (New Funds)	--	0	86,647	78,779	29,249	0
Collections	--	312,708	214,736	155,236	108,236	90,236[7]
Furniture & Equipment & Supplies	--	171,563	64,786	46,356	30,000	30,000[7]
		484,271	366,169	280,371[8]	171,485[8]	120,236[8]

1 Includes hourly employees working 20 hrs/week or more
2 This total includes 2150 new reference volumes, 7,000 volumes relocated from RDV (NRG) and 5,550 new volumes.
3 Serves Health Sciences Students only. Sr. Library Assistants perform library, media, and CBI functions.
4 **The RVS-LRC will maintain these reduced hours unless additional staff is funded for FY90. The reference desk will be open only 15 hours/week.**
5 **Hours will be relative to staff available. These hours assume all staff needed for FY90 will be approved. The reference desk will be open only 35 hours per week.**
6 See Tables 3, 7 and 8 for breakdown of expense items.
7 After 1993: $90,236 will be needed for continued collection development; $30,000 for supplies, etc; plus continuing staff costs.
8 Plus continuing staff costs.

TABLE 7
RVS DEVELOPMENT
OVERALL BUDGET SUMMARY
BY DEPARTMENT

	FY 89	FY 90	FY 91	FY 92	FY 93
LIBRARY					
Staff	-----	56,262	28,949	14,474	-----
Collections	286,773	198,236	138,736	95,736	73,736
Furn/Equp/Sup	104,277	24,693	19,467	15,000	15,000
SUBTOTAL	$391,050	$279,191	$187,152	$125,210	$ 88,736
MEDIA					
Staff	-----	14,055	14,055	------	-----
Collections	8,155	8,500	8,500	8,500	8,500
Furn/Equp/Sup	22,401	15,623	15,789	11,000	11,000
SUBTOTAL	$ 30,556	$ 38,178	$ 38,344	$ 19,500	$ 19,500
CBI					
Staff	-----	16,300	33,775	14,775	-----
Collections	17,780	8,000	8,000	8,000	8,000
Furn/Equp/Sup	44,885	24,470	11,100	4,000	4,000
SUBTOTAL	$ 62,665	$ 48,800	$ 54,875	$ 26,775	$ 12,000
TOTAL	$484,271	$366,169	$280,371	$171,485	$120,236

TABLE 8
RVS DEVELOPMENT 1989-1993
SUMMARY OF COSTS
BY CATEGORY

	FY 90	FY 91	FY 92	FY 93-
STAFF				
Reference Librarians	$28,949	$28,949	$14,474 (50%)	
CBI Specialist		21,000		
Sr. Library Asst	13,258			
Tech Asst-CBI		14,775	14,775	
Sr. Media Asst	14,055	14,055		
LRS Secretary	14,055			
Sr. CBI Technician	16,330			
Sub-Total	$ 86,647	$78,779	$29,249	0
COLLECTIONS				
Reference	71,500	12,000	12,000	12,000 (Continuing)
Subscriptions	10,114	10,114	10,114	10,114 (Continuing)
Audiovisuals	8,500	8,500	8,500	8,500 (Continuing)
CBI Software	8,000	8,000	8,000	8,000 (Continuing)
Microforms	4,000	4,000	4,000	4,000 (Continuing)
Indexes	9,284	9,284	9,284	9,284 (Continuing)
Newspapers	1,638	1,638	1,638	1,638 (Continuing)
Gen. Circulating	100,000	100,000	57,000	35,000 (Continuing)
McNaughton	1,700	1,700	1,700	1,700 (Continuing)
Sub-Total	$214,736	$155,236	$108,236	$90,236 (Continuing)

Note: Each year $38,736 are required for maintenance of the RVS subscriptions and $16,500 are required for maintaining and developing CBI and media collections.

FURNITURE/EQUIPMENT/SUPPLIES				
Library[1]				
Furniture	2,948	2,147	0	0
Equipment	4,750	2,060	0	0
Dynix Equipment	1,000	0	0	0
Non-Capitalized Equipment	995	260	0	0
Supplies	15,000	15,000	15,000	(Continuing)
Sub-Total	$24,693	$19,467	$15,000	$15,000

TABLE 8 (continued)

	FY 90	FY 91	FY 92	FY 93
CBI[2]				
Furniture	0	0	0	0
Equipment	20,470	7,100	0	0
Non-Capitalized Equipment	0	0	0	0
Supplies	4,000	4,000	4,000	(Continuing)
Sub-Total	$24,470	$11,100	$ 4,000	$4,000
Media[2]				
Furniture	463	223	0	0
Equipment	2,997	3,649	0	0
Non-Capitalized Equipment	3,163	1,917	0	0
Supplies	9,000	10,000	11,000	(Continuing)
Sub-Total	$15,623	$15,789	$11,000	$11,000
TOTALS	**$366,169**	**$280,371**	**$171,485**	**$120,236**

[2] See Addendum A for itemized breakdowns of costs for Library, Media, and CBI.

ADDENDUM A

RIVERSIDE CAMPUS - LRS

SUMMARY LIBRARY FURNITURE & EQUIPMENT
1989

	COST 89	COST 90	COST 91
LIBRARY FURNITURE & EQUIPMENT			
Equipment	41058.00	4750.00	2060.00
Furniture	38006.00	2948.00	2147.00
Non-Cap Equipment	16123.00	995.00	260.00
Dynix Equipment	9090.00	1000.00	.00
TOTAL:	104277.00	9693.00	4467.00

RVS / NEW CAMPUS / EQUIPMENT 2/23/89

EQUIPMENT	DESCRIPTION	NEED	EXIST	FY 89	COST	COST 89	FY 90	COST 90	FY 91	COST 91
Microcomputer	Standard 8088 with 2 half-height floppy drives, 40 mb hard disk, color monitor, multifunction card w/clock,parallel prn card	2		2	1800.00	3600.00	0	.00	0	.00
CD-ROM Workstation	PC computer with compatible CD-ROM disk drive and interface cards	1		1	2500.00	2500.00	0	.00	0	.00
Microfiche reader	Micron 825 reader with gray non-glare screen, standard carrier, lens size 18x,	2		1	260.00	260.00	0	.00	1	260.00
Microfiche reader/printer	Microfiche r/p with stand, 2 lenses, Minolta RP503	1		1	5000.00	5000.00	0	.00	0	.00
Microfilm reader/printer	Microfilm r/p with motorized carrier, lens, add-on desk, Canon PC80	1		0	4350.00	.00	1	4350.00	0	.00
Photocopier	Photocopier, lease agreement	1	1	0	.00	.00	0	.00	0	.00
Printer	Epson FX-850	2		0	400.00	.00	1	400.00	1	400.00
Security system	Library materials security sys (from RDV)	1	1	0	15000.00	.00	0	.00	0	.00
Shelving, AV software	Unit: Double-faced, 90"Hx36"Wx18"D/side, matching end panels; ranges: 3 (5-sect)	15		15	460.00	6900.00	0	.00	0	.00
End panels, AV shelves		6		6	110.00	660.00	0	.00	0	.00
Shelving, magazine display	Unit: double-faced with fixed sloping periodical shelves, fixed flat divider shelves, matching end panels	20		20	460.00	9200.00	0	.00	0	.00
End panels, magazine		8		8	110.00	880.00	0	.00	0	.00
Shelving, newspaper	Clear acrylic covers with hinges to be attached to sloping periodical shelves to protect 2 newspapers/shelf (Lib Bur #L117)	5		5	81.00	405.00	0	.00	0	.00
Shelving, work	Work shelf, laminate shelfbase, 18"Dx36"W with 9" brackets, BRODART 61-755-001	2		2	119.00	238.00	0	.00	0	.00
Shelving, general	Unit: double-faced, 90"Hx36"Wx10"D/side, matching end panels	86	86	0	401.00	.00	0	.00	0	.00
	Unit: single-faced, same as above	6	3	3	305.00	915.00	0	.00	0	.00
End panels, general	28 double-faced, 4 single-faced	32	2	30	110.00	3300.00	0	.00	0	.00
Shelving, reference	Unit: double-faced, 3 shelves/side, with continuous counter top and matching end panels42"Hx36"Wx24"D; ranges: 8 (4-sect)	24		24	300.00	7200.00	0	.00	0	.00
Typewriter	Electronic, self-correcting	6	2	0	700.00	.00	0	.00	2	1400.00
					SUBTOTAL:	41058.00		4750.00		2060.00
DYNIX Circ terminal	Wyse 50 circulation terminal (Circ, CBI)	4	2	2	480.00	960.00	0	.00	0	.00
Light pen	Welch-Allyn light pen (Circ, Media, CBI)	4	1	3	650.00	1950.00	0	.00	0	.00
DYNIX PAC terminal	Wyse 30 PAC terminal (Library)	6	2	4	570.00	2280.00	0	.00	0	.00
Printer, thermal	Thinkjet printer (Media, CBI, Library)	7	2	3	500.00	1500.00	2	1000.00	0	.00
I/O board	8-port I/O board	1		1	2400.00	2400.00	0	.00	0	.00
					SUBTOTAL:	9090.00		1000.00		.00
					TOTAL	50148.00		5750.00		2060.00

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FURNITURE	DESCRIPTION	NEED	EXIST	ORDER FY 89	UNIT COST	COST 89	ORDER FY 90	COST 90	ORDER FY 91	COST 91
Atlas case	Atlas case, 28"Wx26"Wx44" BRODART 64C-871	1		0	795.00	.00	0	.00	1	795.00
Cabinet, audiocassette	Luxor 19 series storage unit: 19.5"Wx17.5"D, 4 (2" drawers) 10.75"H; BRODART 84-918-003	2		1	290.00	290.00	1	290.00	0	.00
Cabinet base	(For above) 19.5"Wx17.5"Dx15.5"H, with 2" casters, BRODART 84-914-011	1		1	197.00	197.00	0	.00	0	.00
Cabinet, microfiche	7-drawer; like Russ Bassett model MF-7-3	3		2	1143.00	2286.00	1	1143.00	0	.00
Cabinet, storage	Steel cabinet, locking, 78"Hx36"Wx24"D, with 4 adjustable shelves	4		0	268.00	.00	2	536.00	2	536.00
Carrel, study	Composite from SWC bid, one carrel unit: 48"Hx38.5"Wx29"D	78		78	273.00	21294.00	0	.00	0	.00
Chair, high desk	High desk stool, ergonomic, adjustable, upholstered seat & back, fabric color to be chosen, Superior #1972	2		2	225.00	450.00	0	.00	0	.00
ouch	1-seater, Jasper 84-1-SB, fabric to be chosen	9		9	325.00	2925.00	0	.00	0	.00
	2-seater, Jasper 84-2-SB, fabric to be chosen	2		2	609.00	1218.00	0	.00	0	.00
Desk, circulation	Custom build ??? Cost estimate from BRODART units if purchased 38794	1		1	.00	.00	0	.00	0	.00
Desk, librarian	Metal desk, 30" x 48", double-pedestal	3		1	243.00	243.00	1	243.00	1	243.00
Desk, reference	Custom build to match circ desk ??? BRODART cost estimate if purchased $1637	1		1	.00	.00	0	.00	0	.00
Desk, secretary	L-shaped, 30" x 60" with 42" return	1		0	315.00	.00	0	.00	1	315.00
Table, computer	Bi-level, 28"Dx42"Wx29"H, BRO 75-512-003	3	1	0	258.00	.00	1	258.00	1	258.00
Table, end	Madison, T01A010, square end table, oak	2		0	239.00	.00	2	478.00	0	.00
Table, index	Double-faced, dbl-tiered; tabletop height 29" shelf 14" above worksurface and at least 8.5"D/side, worksurface 48"D x 72"L	6	2	4	960.00	3840.00	0	.00	0	.00
Table, PAC	Duplex station for PAC/InfoTrac, 29"Hx72"Lx24"D (Wheelchair access) with electrical outlet, BRODART 60-661-002	1		1	450.00	450.00	0	.00	0	.00
	Duplex station for PAC/COM/MAG, same above 39"Hx72"Lx24"D (standing height)	2		2	490.00	980.00	0	.00	0	.00
	Single station for PACs in the stacks 39"Hx48"Lx24"D ??? same above	2		2	400.00	800.00	0	.00	0	.00
Table, study	Study table, 48"W x 72"L, BRO 60-238	3		3	455.00	1365.00	0	.00	0	.00
Table, study, round	Study table, 48" diameter, BRO 60-141	2		2	375.00	750.00	0	.00	0	.00
	Study table, 60" diameter	2		2	459.00	918.00	0	.00	0	.00
					TOTAL	38006.00		2948.00		2147.00

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RVS / NEW CAMPUS / SUPPLIES 2/8/89

SUPPLY ITEM	DESCRIPTION	NEED	EXIST	ORDER FY 89	UNIT COST	COST 89	ORDER FY 90	COST 90	ORDER FY 91	COST 91
Bookcase	Wooden bookcase, 36"Wx72"Hx12"D with at least 4 adjustable shelves	5	4	0	125.00	.00	1	125.00	0	.00
Cabinet, file	Verticle file cabinet, 4-drawer, letter size with hanging folder capability	11	2	5	125.00	625.00	4	500.00	0	.00
	Verticle file cabinet, 4-drawer, legal size with hanging folder capability	2	2	0	154.00	.00	0	.00	0	.00
Chair, computer	Computer ooperator chair, ergonomic Adjustable; Superior $-----	8		6	130.00	780.00	0	.00	2	260.00
Chair, study	Study side chair, armless, oak, Jasper 83UBS-SB, upholstered seat & back	146	26	120	108.00	12960.00	0	.00	0	.00
Chair, stacking	Virco stacking chair with upholstered seat & back, 5 chairs/carton, HIGHSMITH L1-82441	2		0	185.35	.00	2	370.00	0	.00
Desk, staff	Metal, angle-dedestal, 30"x48"	3	3	0	175.00	.00	0	.00	0	.00
Kickstool	Bookstack kickstool, BRODART 70-900-002	17	11	6	35.68	214.00	0	.00	0	.00
Stool, PAC station	High stool, armless, oak, Jasper 80 series	6	2	4	85.00	340.00	0	.00	0	.00
Table, typing	Adjustable typing tables	5	1	4	141.00	564.00	0	.00	0	.00
Table, conference	Wood library table, 20"Wx72"L, oak, laminate top, similar to HIGHSMITH L1-68502	4		4	160.00	640.00	0	.00	0	.00
					TOTAL	16123.00		995.00		260.00

32

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Computer-Based Instruction at Riverside - Delay Faculty Productivity until FY 90
Buildout will provide 20 workstations plus 5 stations in Faculty Productivity Room

New One-Time Costs	Price Each	FY88/9 Buy	FY88/9 Cost	FY90 Buy	FY90 Cost	FY91 Buy	FY91 Cost
Furniture - Supplies Items							
Computer Table	180	17	3060	0	0		0
Printer Table	45	8	360	0	0		0
Computer Chairs	130	24	3120	0	0		0
Bookshelves	190	4	760	0	0		0
File Cabinet	120	3	360		0		0
Storage Cabinet	180	2	360		0		0
Furniture - Capital Outlay							
Office Desk	425	1	425		0		0
Office Chair	260	1	260		0		0
Secretary Desk	325	1	325		0		0
Lateral File	540	1	540		0		0
Equipment							
IBM 640K XT mono	1225	3	3675	2	2450		0
IBM 286 VGA color	2000	4	8000		0		0
Mac SE 20	2540	4	10160	4	10160		0
Apple IIGS	1630	4	6520		0		0
Toshiba Portable	2500	1	2500		0	1	2500
FX 286 printer	500	1	500		0		0
FX 86 printer	400	1	400		0		0
LQ Printer	650	1	650	1	650		0
Accoustic Cover	290	1	290	1	290		0
Imagewriter	420	1	420	1	420		0
Laserwriter	3500	0	0	1	3500		0
LCD Viewer	1200	1	1200		0	1	1200
Scantron 5200	3000		0	1	3000		0
Videodisk player	1500		0		0	1	1500
CD ROM player	1300		0		0	1	1300
Interface cards	600		0		0	1	600
Upgrade current hardware	1000	1	1000				
Materials							
CBI Software			18000		0		0
TOTAL ONE-TIME COSTS			62885		20470		7100

Ongoing Costs - Add to Annual Budget							
Personnel							
CBI Specialist	21000		0	1	21000	1	21000
Senior CBI Technician	16300	1	16300	1	16300	1	16300
CBI Technical Staff Asst III	15000		0	1	15000	1	15000
CBI Technical Staff Asst III	15000		0		0	1	15000
CBI Hourly funds for 10 hours/week	3000	1	3000	1	3000	1	3000
Materials							
CBI Software	8000		0	1	8000	1	8000
Other							
Supplies	4000	1	4000	1	4000	1	4000
TOTAL ONGOING COSTS PER FISCAL YEAR			23300		67300		82300

RIVERSIDE CAMPUS MEDIA SERVICES EXPANSION

MEDIA FURNITURE AND EQUIPMENT	COST 89	COST 90	COST 91
Furniture	6148	463	223
Equipment	7903	2997	3649
Non-capital Supply Item	8350	3163	1917
	22401	6623	5789

GRAND TOTAL = 34813.00

Furniture	Description	Need	Exist	Cost/unit
Desk, Media Assist	metal,48"x30" double pedestal	1	1	225.00
Cabinet, cassette, Office	Cassette Tape Storage 4 Drawer, 320 tapes	2	238	238.00
Cabinet, copier, Fac. Prod.	Copier Console/storage/Wheels 36"x18"x27"	1	0	223.00
Cabinet, studio, Graphics	Laminated fiber board, 6 flat drawers/ 60"x20	1	0	600.00
Carrels, AV Room	AV Carrels 30"x36"x44" with 16" upper shelf	18	0	295.00

Equipment/use	Description	Needed	Existing	Cost/unit
Video player, Classroom	3/4" Video Player	1	5	2025.00
Video player, Classroom	Beta Video Players Home Entertainment Quality	3	3	0.00
Video Recorder, Production	VHS portable recorders	2	2	0.00
Video Players, Classroom	UMatic Players	6	6	0.00
Television, Classroom	TV 19"	13	8	649.00
Television, AV room	TV 13"	5	2	300.00
Television, ITV	TV 13" Monitors	4	0	300.00
Video Players, ITV	VHS Commercial Quality Players	4	0	450.00
Projector, FS, Classroom	Dukane filmstrip, with sound	12	12	0.00
Projector, 16mm, Classroom	Such as Elmo, easy load	10	10	0.00
Projector, slide, Classroom	Kodak 35mm carousel slide projectors	9	9	0.00
Viewers, slide, AV Room	Caramate with sound	5	5	0.00
Duplicators, AV Room	High-speed Audio Duplicators	2	1	549.00
Player, record, Classroom	Stereo Record Player	1	0	260.00
Viewer, filmstrip, AV Room	Dukane with sound	6	6	280.00
Lectura, Classroom	Sound Lecturn with microphone	2	2	0.00
Recorder, Cass., Classroom	Audio Cassette Recorder/Player	7	7	0.00
Camera, Video	Hitachi, Panasonic	2	2	0.00
Recorder, Audio, Production	Portable Audio Cassette Recorder	1	0	295.00
Lettering, Graphic	Kroy 80 Lettering Machine	1	0	425.00
Copier, Faculty Prod. Room	Thermal Copier (3M Secretary)	1	0	850.00
Computer, office/graphics	Macintosh SE with hard disk	1	0	2500.00
Printer, Office, Graphics	Imagewriter printer	1	0	500.00

Non-Capital Supply Item	Description	Needed	Existing	Cost/unit
Bookcase, Media Specialist	Single faced,33"x12"x42"	2	0	132.00
Table, small, Mail area	Metal, 30"x20"x26.5"	1	0	168.00
Desk, equip checkout	60"x30" , metal, double pedistal	1	0	184.00
Chair, various staff	Superior Computer Chairs/with arms	4	0	110.00
Organizer, Mail area	Organizer/Mail 36 slots 42"30"x13.5"	1	0	80.00
Cabinet, Filing, Office	Metal, letter size, blk 2 drawer	2	1	125.00
Stand, Printer, Office	Printer stand 29"X27.5"x26.5"	1	0	140.00
Shelving, Utility, Office	Metal shelving, 36"x18"x75" 6 shelves	3	0	67.00
Table, Drafting, Graphics	Steel legs/Utility Drawer,24"x36",30"	1	0	165.00
Storage, Graphics	Space Saver Caddy/ 5 drawers/ Wheels	1	0	124.00
Chair, Graphics	Drafting Chair Adjustable 23"-32"	1	0	179.00
Storage, Graphics	Art Rack 29"x24.5"x36"	1	0	150.00
Projector, Classroom	Overhead Projectors	27	11	190.00
Chairs, AV room	Study side chair, armless, Oak,Jasper Series	18	0	108.00
Supply, Office	Hall tree	1	0	69.00

Supply, Office	Wall clock	2	1	38.00
Lamp, Graphic	Florescent Drafting Lamp	1	0	85.00
Tool, graphic	Mayline Parallel Rules	1	0	46.00
Video Players, Classroom	VHS Players Home Entertainment	5	1	200.00
Screens, Classroom	Wall Screens	27	8	81.00
Screen, Classroom	Portable Screens	2	1	95.00
Carts, Video	Steel, three shelves, slanted top	10	5	147.00
Carts,AV	Steel, three shelves	15	15	0.00
Carts, Classroom	Overhead Projector carts	26	10	172.00
Player, Cassette	Audio Cassette Stereo Radio recorder	1	0	98.00
Player, Cassette, AV Room	Sharp	2	1	50.00

RIVERSIDE CAMPUS MEDIA SERVICES EXPANSION

Furniture	Description	Purch 89	Cost 89	Purch 90	Cost 90	Purch 91	Cost 91
Desk, Media Assist	metal,48"x30" double pedestal	0	0	1	225	0	0
Cabinet, cassette, Office	Cassette Tape Storage 4 Drawer, 320 tapes	1	238	1	238	0	0
Cabinet, copier, Fac. Prod.	Copier Console/storage/Wheels 36"x18"x27"	0	0	0	0	1	223
Cabinet, studio, Graphics	Laminated fiber board, 6 flat drawers/ 60"x20	1	600	0	0	0	0
Carrels, AV Room	AV Carrels 30"x36"x44" with 16" upper shelf	18	5310	0	0	0	0
	TOTAL		6148	TOTAL	463	TOTAL	223

Equipment/use	Description	Purch 89	Cost 89	Purch 90	Cost 90	Purch 91	Cost 91
Video player, Classroom	3/4" Video Player	1	2025	0	0	0	0
Video player, Classroom	Beta Video Players Home Entertainment Quality	0	0	0	0	0	0
Video Recorder, Production	VHS portable recorders	0	0	0	0	0	0
Video Players, Classroom	UMatic Players	0	0	0	0	0	0
Television, Classroom	TV 19"	2	1298	2	1298	1	649
Television, AV room	TV 13"	2	600	1	300	0	0
Television, ITV	TV 13" Monitors	0	0	0	0	4	1200
Video Players, ITV	VHS Commercial Quality Players	0	0	0	0	4	1800
Projector, FS, Classroom	Dukane filmstrip, with sound	0	0	0	0	0	0
Projector, 16mm, Classroom	Such as Elmo, easy load	0	0	0	0	0	0
Projector, slide, Classroom	Kodak 35mm carousel slide projectors	0	0	0	0	0	0
Viewers, slide, AV Room	Caramate with sound	0	0	0	0	0	0
Duplicators, AV Room	High-speed Audio Duplicators	0	0	1	549	0	0
Player, record, Classroom	Stereo Record Player	1	260	0	0	0	0
Viewer, filmstrip, AV Room	Dukane with sound	0	0	0	0	0	0
Lecturn, Classroom	Sound Lecturn with microphone	0	0	0	0	0	0
Recorder, Cass., Classroom	Audio Cassette Recorder/Player	0	0	0	0	0	0
Camera, Video	Hitachi, Panasonic	0	0	0	0	0	0
Recorder, Audio, Production	Portable Audio Cassette Recorder	1	295	0	0	0	0
Lettering, Graphic	Kroy 80 Lettering Machine	1	425	0	0	0	0
Copier, Faculty Prod. Room	Thermal Copier (3M Secretary)	0	0	1	850	0	0
Computer, office/graphics	Macintosh SE with hard disk	1	2500	0	0	0	0
Printer, Office, Graphics	Imagewriter printer	1	500	0	0	0	0
	TOTAL		7903	TOTAL	2997	TOTAL	3649

RIVERSIDE CAMPUS MEDIA SERVICES EXPANSION

Non-Capital Supply Item	Description	Purch 89	Cost 89	Purch 90	Cost 90	Purch 91	Cost 91
Bookcase, Media Specialist	Single faced,33"x12"x42"	0	0	1	132	1	132
Table, small, Mail area	Metal, 30"x20"x26.5"	0	0	0	0	1	168
Desk, equip checkout	60"x30" , metal, double pedistal	1	184	0	0	0	0
Chair, various staff	Superior Computer Chairs/with arms	2	220	1	110	1	110
Organizer, Mail area	Organizer/Mail 36 slots 42"30"x13.5"	0	0	1	80	0	0
Cabinet, Filing, Office	Metal, letter size, blk 2 drawer	0	0	0	0	1	125
Stand, Printer, Office	Printer stand 29"X27.5"x26.5"	1	140	0	0	0	0
Shelving, Utility, Office	Metal shelving, 36"x18"x75" 6 shelves	2	134	1	67	0	0
Table, Drafting, Graphics	Steel legs/Utility Drawer,24"x36",30"	1	165	0	0	0	0
Storage, Graphics	Space Saver Caddy/ 5 drawers/ Wheels	0	0	0	0	1	124
Chair, Graphics	Drafting Chair Adjustable 23"-32"	1	179	0	0	0	0
Storage, Graphics	Art Rack 29"x24.5"x36"	0	0	1	150	0	0
Projector, Classroom	Overhead Projectors	10	1900	3	570	3	570
Chairs, AV room	Study side chair, armless, Oak,Jasper Series	18	1944	0	0	0	0
Supply, Office	Hall tree	1	69	0	0	0	0
Supply, Office	Wall clock	0	0	1	38	0	0
Lamp, Graphic	Florescent Drafting Lamp	1	85	0	0	0	0
Tool, graphic	Hayline Parallel Rules	1	46	0	0	0	0
Video Players, Classroom	VHS Players Home Entertainment	2	400	2	400	0	0
Screens, Classroom	Wall Screens	18	1458	0	0	0	0
Screen, Classroom	Portable Screens	0	0	1	95	0	0
Carts, Video	Steel, three shelves, slanted top	0	0	5	735	0	0
Carts,AV	Steel, three shelves	0	0	0	0	0	0
Carts, Classroom	Overhead Projector carts	8	1376	4	688	4	688
Player, Cassette	Audio Cassette Stereo Radio recorder	0	0	1	98	0	0
Player, Cassette, AV Room	Sharp	1	50	0	0	0	0
		TOTAL	8350	TOTAL	3163	TOTAL	1917

Resources

Austin Community College Learning Resource Services Newsletter **Spring 1988**

Public Access Catalogs Provide

EASY ANSWERS . .

By Julie Todaro

. . . for patrons are now available to these questions:

- is this book in at the other campus?

- when is this book due back?

- can you hold this book for me when it is returned?

- why isn't this book on the shelf?

- can I search for the subjects "children" and "nutrition" at the same time?

- can I find a film if I only remember a few words from the title?

- My roommate said she was going to turn in my book for me. Did she?

- can I get a list of some materials that you have on dreams?

"Easy" answers to these questions for ACC LRS patrons will be made available beginning in June by the computerized catalog. These Public Access Catalogs (PACs) will be in place at RGC, RDV, RTH, and the Oaks campuses in this first installation phase. Each catalog consists of a CRT and a keyboard and a printer, or a hookup to shared printers. These catalogs will replace the microfilm catalogs at each location. (Some microfilm catalogs will be kept for backup and at the off-campus sites.)

```
12 APR 88  AUSTIN COMMUNITY COLLEGE  10:07 AM
                PUBLIC CATALOG

        Welcome to the ACC Catalog.
  Please select one of the following search methods.

        1.TITLE KEYWORD
        2.EXACT TITLE
        3.SUBJECT KEYWORD
        4.SUBJECT BROWSING
        5.AUTHOR
        6.CALL NUMBER
        7.Bulletin Board
        8.Display HELP message
        9.Quit Searching

Enter TITLE words: AIDS
```

PAC Screen #1

```
12 APR 88  AUSTIN COMMUNITY COLLEGE  10:09AM
                PUBLIC CATALOG

TITLE KEY WORD: AIDS                    Total = 98

AUTHOR/TITLE (truncated)                PUBDATE

17. Austin Community College, Learning Resource    1986.
    AIDS Awareness Week, 1986
18. Antonio, Gene                                  c1987.
    The AIDS cover-up?: The real and alarming facts.
19. Byrne, Gerald E.                               1973.
    Blood cel norphology lymphocyte identification/
20. Billing, Hazel.                                1981.
    Practical procedures for nurses/

enter a number, <Return>, Up, Quit: 18
```

PAC Screen #2

```
12 APR 88 AUSTIN COMMUNITY COLLEGE 10:10AM
                PUBLIC CATALOG

                                        Dynix # 73217
AUTHOR: Antonio, Gene.

TITLE: The AIDS cover-up? The real and alarming facts
       about AIDS/

PUBLISHER: San Fancisco, Calif.: Ignatious Press, c1987.
PHYS.DESC: xii, 253 P.; 21cm.

SUBJECTS: AIDS

Related Works, Back, Quit: <Return>
```

PAC Screen #3

```
12 APR 88  AUSTIN COMMUNITY COLLEGE 10:11AM
                PUBLIC CATALOG

Author: Antonio, Gene.                  # Copies: 2

Title:The AIDS cover-up? The real and alarming # Holds: 0
      facts

# CALL #                  STATUS  BARCODE   LIB
1.RC607.A26 A55 1987 C.1  IN      00064909  RGC

2.RC607. A26 A55 1987 C.1 IN      00064909  RGC

Back, Quit:
```

PAC Screen #4

How Do PACs Give "Easy" Answers?

Computerized catalogs give patrons much more information. Instead of only being able to look at alphabetical lists of authors, titles, and subjects, patrons will also have the ability to perform keyword searches in both title and subject indexes, powerful methods that can combine two or more words or concepts and which overcome the most common obstacle to using strictly alphabetical lists. (The ability to search by call number is in development.)

Patrons will view screens that give details on the individual items, including which campuses have them, whether they are checked out and, if they are, when they are due. It will also indicate if an item is lost, missing, at the bindery, or even on the "sorting shelves," which means it was recently returned and may be waiting to be shelved.

A patron will be able to have holds placed on checked-out material. This will link his or her name to the item, so that when it is returned the library staff is instantly notified. This prevents the item from being

(Continued page 4)

BEST COPY AVAILABLE

Director's Column

By W. Lee Hisle

Computers, computers everywhere. Like rain from the sky, ain't they? Well, maybe not quite so prolific, but they're here and here to stay. In Learning Resource Services, we simply couldn't do our job of instructional support without the benefits of automation — the subject of this issue of Resources.

Our most obvious use of computers is the Dynix automation system for circulation and, soon for the public access catalog (PAC). The big plus with the Dynix system is that it makes our collection use much more effective by giving us more control and understanding. By controlling the collection better, more students can use it. By understanding how the collection is used, better decisions regarding collection development can be made.

This fall LRS will be offering several workshops on the new Dynix system. We'll also be developing workshops on other uses of automation in the LRS. For example, CD-ROM is an incredibly powerful way to store and access information. This technology can store information, such as an encyclopedia, on a compact disc.

LRS is proud of the service we can offer due to our commitment to automation. I believe few community colleges can hold a candle to us. Come by sometime for a closer peek at the future.

AUTOMATION IN TECHNICAL SERVICES

by Joanna Tousley-Escalante

Within the LRS is a department called Technical Services. We are responsible for ordering and receiving, cataloging and processing all of the books, audiovisuals, computer software, journals, and automation services you find available in the LRS. We have been using automated systems since 1977 to accomplish our work.

OCLC online union catalog is a database of bibliographic information created by the cooperative cataloging effort of libraries throughout the U.S., Canada and Europe. OCLC has designed a computerized library system that uses this database to support integrated subsystems. OCLC is the oldest computer system in our department. Originally we used OCLC for cataloging records only. We tag bibliographic records on OCLC to create the catalog here at ACC. These records are mainly contributed by the Library of Congress, but also by member libraries like ourselves. The microfilm catalog currently available in the LRS is generated bimonthly from computer tapes consisting of the records we tag in OCLC.

We now further utilize OCLC for ordering books, audiovisual and computer software. We place orders on a daily basis, and through OCLC, approximately 75% of our orders are sent electronically directly to our principle book vendors on the same day we place the order here. We also use OCLC for interlibrary loan requests, and more recently, we purchased a stand-alone micro-based serials check-in system.

With the installation of the Dynix online catalog and circulation system in the LRS, we had to link OCLC to our new system. We now transfer records directly from OCLC to our online catalog several times daily. This gives you information about the location and availability of LRS materials within minutes of Technical Services staff completing the cataloging record.

We are continually looking for ways to improve our ordering, receiving and cataloging processes. These improvements should offer both time and cost savings, provide better management reports and record keeping. One of the technologies that appears to be able to offer all of the above is compact disc technology. OCLC and other library automation vendors are currently developing CD products to be used in cataloging and acquisitions. In the future we will determine whether or not to use this new hybrid system to improve our LRS services to you.

CAN WE TALK?

Talking Computers: The Texas Reading Machine Program

By Julie Todaro

Libraries and reading are not just for sighted people any longer. Thanks to legislation passed by the Texas Legislature in 1985, public and academic libraries all over the state are serving thousands of patrons previously served little if at all. This legislation made available to qualifying institutions "talking computers," or Kurzweil reading machines.

The Kurzweil, a small computer with an optical scanner, converts printed text into synthetic speech. The Kurzweil can read virtually any book in print. That ability opens up the world of reading to more than blind individuals. The machine can assist any visually impaired person or any person with learning disabilities, such as dyslexia. In addition, machines can be used by slow learners or ESL students who can benefit from hearing certain vocabularies or hearing English spoken.

Any faculty member or student can use the ACC Rio Grande Kurzweil machine with minimal training. Although brochures advertising the Kurzweil say that "in about an hour and a half you can learn how to use the Kurzweil Reading Machine. . . and in about ten hours you can master it," all an individual needs to get going is the one and one half hour training. Training is coordinated through Lynn Houston's office at Rio Grande (495-7116) or through Marshall Levitt at Ridgeview (495-7384). Although Lynn Houston would have to schedule appropriate times, the May intercession, registration week and on into the summer are excellent times for the library staff. In addition, a phone call to Sharon Adams at 495-7151 can arrange a demonstration for someone who is interested in learning or just observing this modern-day miracle - a machine that reads and talks. Can we talk!

A Conference on CD-ROM Technology

Wednesday, April 27, 1988
at
Austin Community College
Business & Technology Center
5350 Burnet Rd., Austin, Tx.

An exploration of CD-ROM Technology including:

TECHNO-COM: a CD-ROM National Teleconference
A 2 hour teleconference co-sponsored by ACRL & CCAIT

Product demonstrations by major CD-ROM vendors

Discussion sessions with interested colleagues

Sponsored by:
Learning Resource Services and
Office of Non-Traditional Instruction at
Austin Community College

INTERLIBRARY LOAN

By Joanna Tousley-Escalante

One of the least used but most effective automated services in the LRS is Interlibrary Loan. The service has been operational in libraries for decades, but automation has allowed us to make interlibrary loan available within a realistic time frame to our faculty and students.

When a book or an article from a journal you need is not available in our LRS, interlibrary loan is a valuable alternative. The ACC LRS is linked to OCLC, an international database of more than 17 million bibliographic records. Each record represents one book, journal, audiovisual item, sound record, manuscript, etc.

The ILL system is basically an electronic mail system. We select the online record that represents your request, view the list of libraries owning a copy, and generate a request for the item from a list of 5 select libraries. We request material first from libraries in Texas and the Southwest because we participate in a consortium (approximately 300 libraries) that has an agreement to

lend materials to members without charges. However, if no library in the group is able to fill the request, we then request from any other library in the OCLC system.

Our present turnaround time for interlibrary loan requests averages about 10 days from the time the request is placed on the system to the day the item is received here in the LRS. We are able to fill 90-95% of all requests. Before automated interlibrary loan, a request could be expected to take months, and the success rate overall was dismally low.

If you feel you have a request for an item that might be a candidate for interlibrary loan, talk to the staff at your Learning Resource Center.

A Word about Computers from the Graphic Artist

By Cheryl Anderson

This entire newsletter was produced by a computer. The text was word processed and then placed in this newsletter format using a desktop publishing program. The artwork was also computer generated. This is the most exciting use of a computer that I have found to date.

PAC: (continued)

renewed or checked out to anyone else.

Easy Use

The major feature of the new system is its ease of use. Studies show that patrons prefer automated catalogs to card or microfilm catalogs. In fact, research on computerized systems indicates that patrons will line up for them even when other catalogs are nearby and available. Why? Because it's simple, quick, and user friendly. Generally, few instructions are needed (and if they are, there's a key labelled "Help" that provides instructions that relate to exactly where the user is). It's not hard to appreciate the luxury of being able to look up a book for which you only remember one or two words, or being able to type "Econom?" and retreive "Econometrics, Economy, Economic, Economics," or being able to have the computer link two or more topics, such as "Transportation" and "Texas."

Also . . .

Because the computerized catalog is linked to the circulation sytem, patron-use information and management information on the LRC's materials is almost endless. Analysis of data will reveal who uses what, when and how often. With this expanded patron and materials information, collection development decisions will be even more informed, and ultimately the patrons will be better served, which is why we exist in the first place.

DYNIX BENEFITS

LRS Patrons:

- can now ask at any time for a list of materials checked out to them

- receive overdue notices more quickly so materials can be returned when little or no fines have been accrued

- can ask for materials that are checked out to be held for them when the books are returned

- can be assisted at registration with more complete information concerning library holds

- spend less time checking out materials

LRS Staff:

- maintain better records throughout the multicampus ACC system

- have more rapid information regarding overdue materials

- have greater management information on the collection, such as use of certain subject areas, "life" of some materials, records on most requested materials

- have greater management information on patrons, such as use of collection by patron type.

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